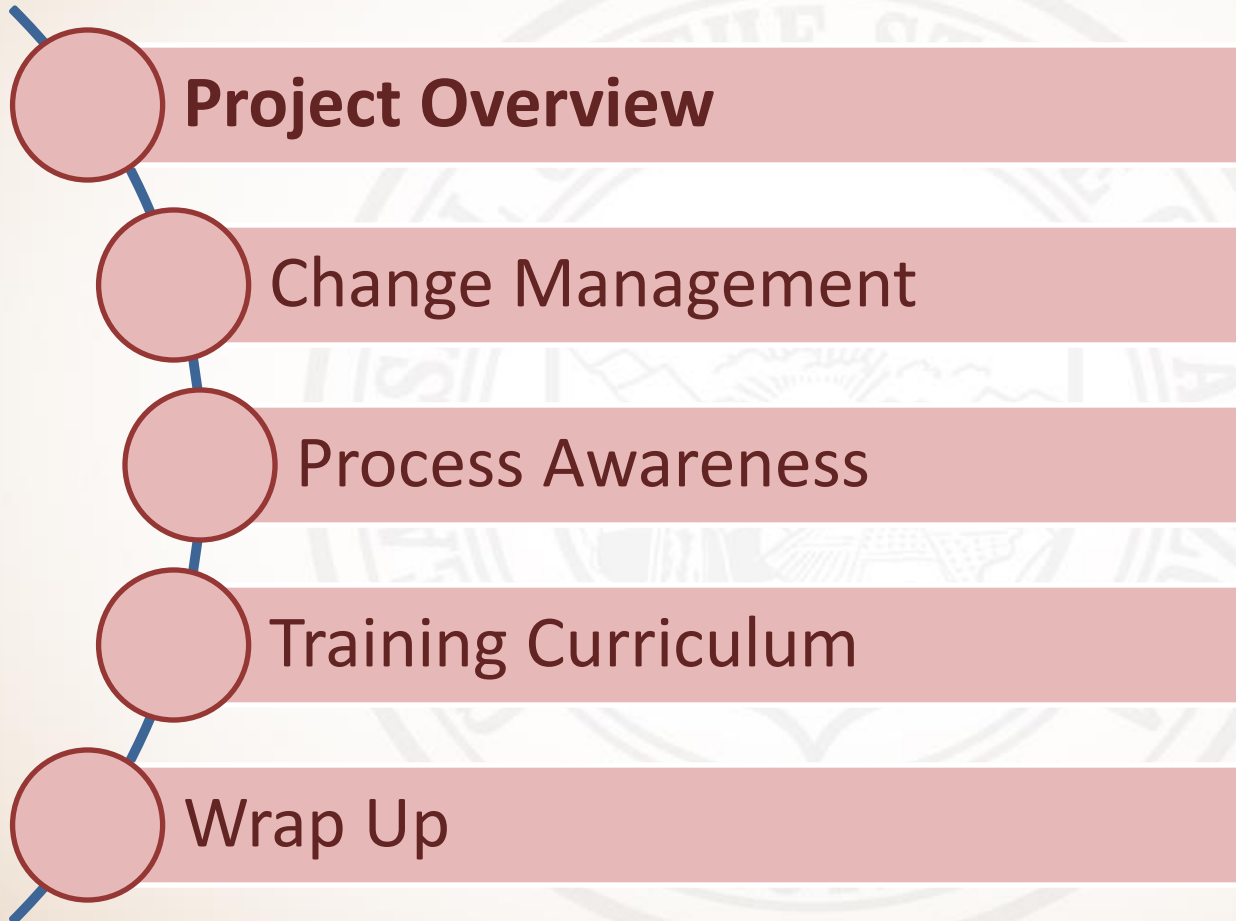




Source to Pay Project

Project Overview

Agenda



Overview

Project Name: Source to Pay (S2P)

State Brand Name: Arizona Procurement Portal (App.az.gov)

System: Ivalua (www.ivalua.com)



Source to Pay Solution

The Arizona Procurement Portal will replace the current ProcureAZ system.

The goal of implementing a new system is to provide end-to-end automation; reduce maverick spend; and enhance spend management, data quality and availability, and supplier management across the Source to Pay (S2P) process spanning Procurement and Accounting.

By the Numbers

\$8B+

Annual spend



120+

Agencies, Commissions
and Boards



5535

Contracts

*active



50230

*active

Vendors



3305

*active

Users



247

Requirements



12

Integrations



10

Conversion
objects



14

Design
Sessions



*Numbers subject to change (as on 12/20/2017)

Source to Pay Project Objectives:

Delivery of a configurable Source to Pay SaaS based solution that will:



Handle the entire procurement life-cycle and effectively and quickly process the volume and type of transactions required by the State in alignment with the State's approach in "One" Procurement



Deploy a user-friendly intuitive procurement system for statewide use, including members of the State's cooperative purchasing program through end-to-end automation of State and Vendor processes



Implement up-to-date best practices relating to enterprise-wide procurement Solutions addressing the entire source to pay cycle, including robust business intelligence and data analytics capabilities;



Expand and simplify management access to reports, analytics and business intelligence tools for purchasing and spend data ideally through desktop dashboards for buyers and upper level management;



Provide an easy-to-use public-facing portal with features such as bid opportunities, vendor registration, contract information and secure/confidential features such as bid submission or elements of a bid;



Increased internal and external stakeholder efficiency including Vendor on-boarding; and elimination of "other" state purchasing systems



Improve the efficiency of administrative operations and tasks through simplified integrations

Develop capability to capture full value of negotiated contract terms

Manage Vendor performance and compliance to negotiated contract terms

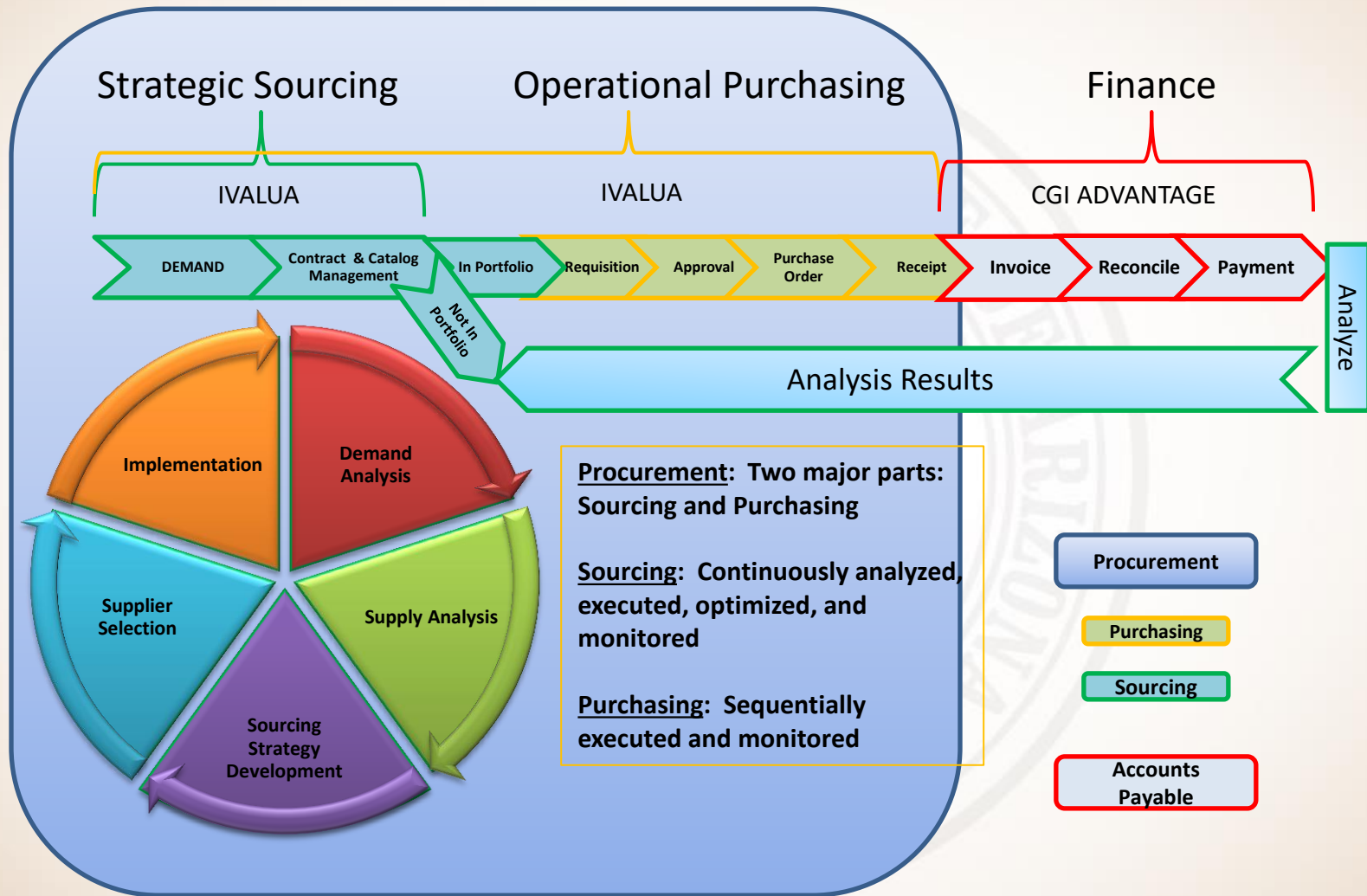
Source to Pay Project Goal:

Provide statewide capabilities across Source to Pay processes

Spend Analysis	Savings Tracking	Supplier Management	Sourcing Management	Contract Management	Content Management	Spot Buying	Procurement	Services Procurement	Invoice Management
Data Extraction	Spend Forecasting	Research	Project Management	Authoring	Category Management	Quote	Purchase Requisition	Purchase Requisition	Invoicing
Data Enrichment	Savings Management	Qualification & Classification	eRFx & Auctions	Approval	Content Management	Order	Approval	Approval	Approval
	Controlling	Performance Evaluation	Bids	Repository	Catalog Management		Purchase Order	Purchase Order	Integration
		Risk Management	Awards	Contract Template Library			Goods Receipt	Services Receipt	Dynamic Discounting
		Integration					Integration	Integration	
		Data Management							

State of Arizona – S2P

PROCUREMENT



What's in it for you?

Ease of Use

- Intuitive, e-commerce like buying experience
- Policy prompts to clarify business rules and preferred buying methods
- Single point of access for purchasing needs

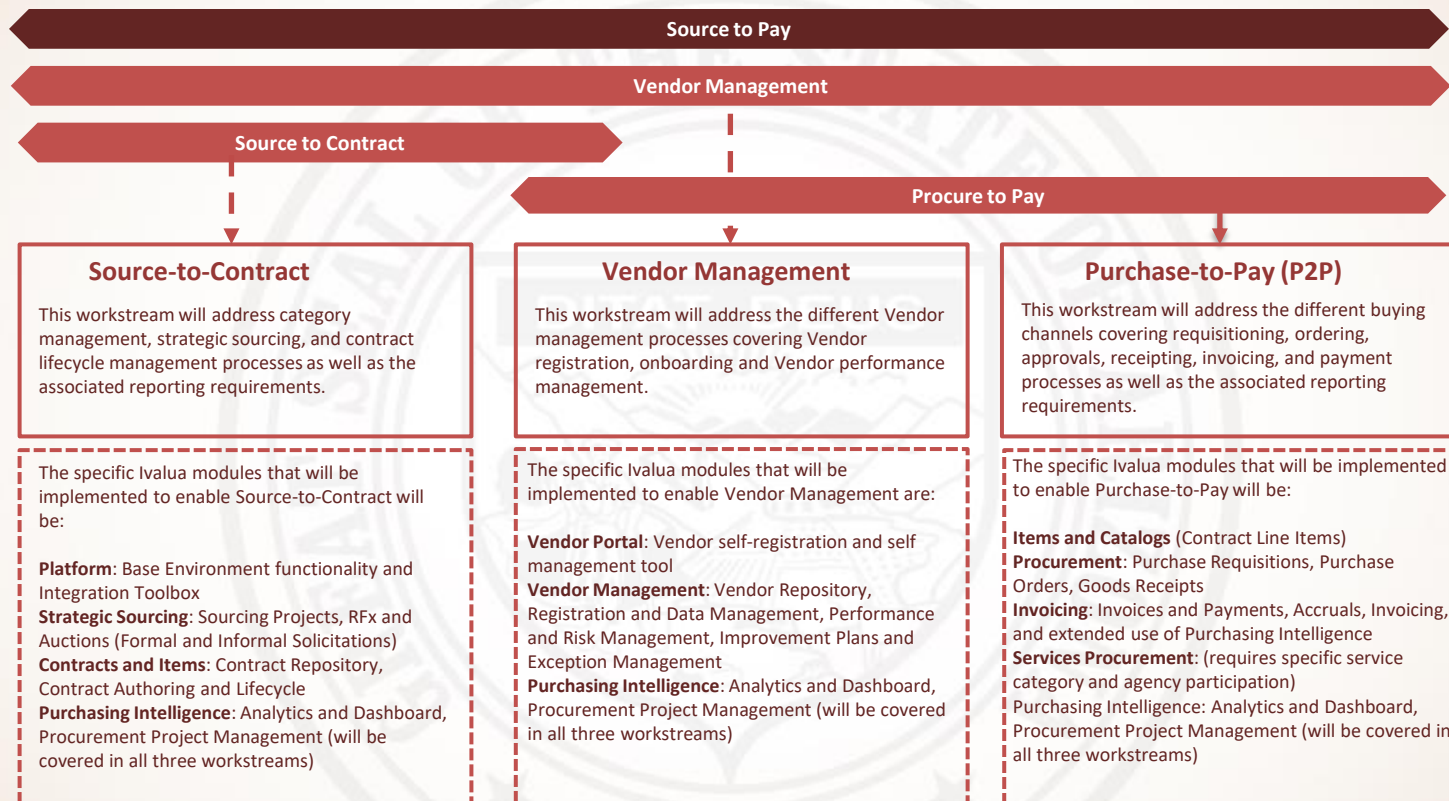
Spend under Management

- Spend visibility through increase in POs
- Demand management through clear buying methods and prior approvals
- Spend tied to catalog and contracted rates

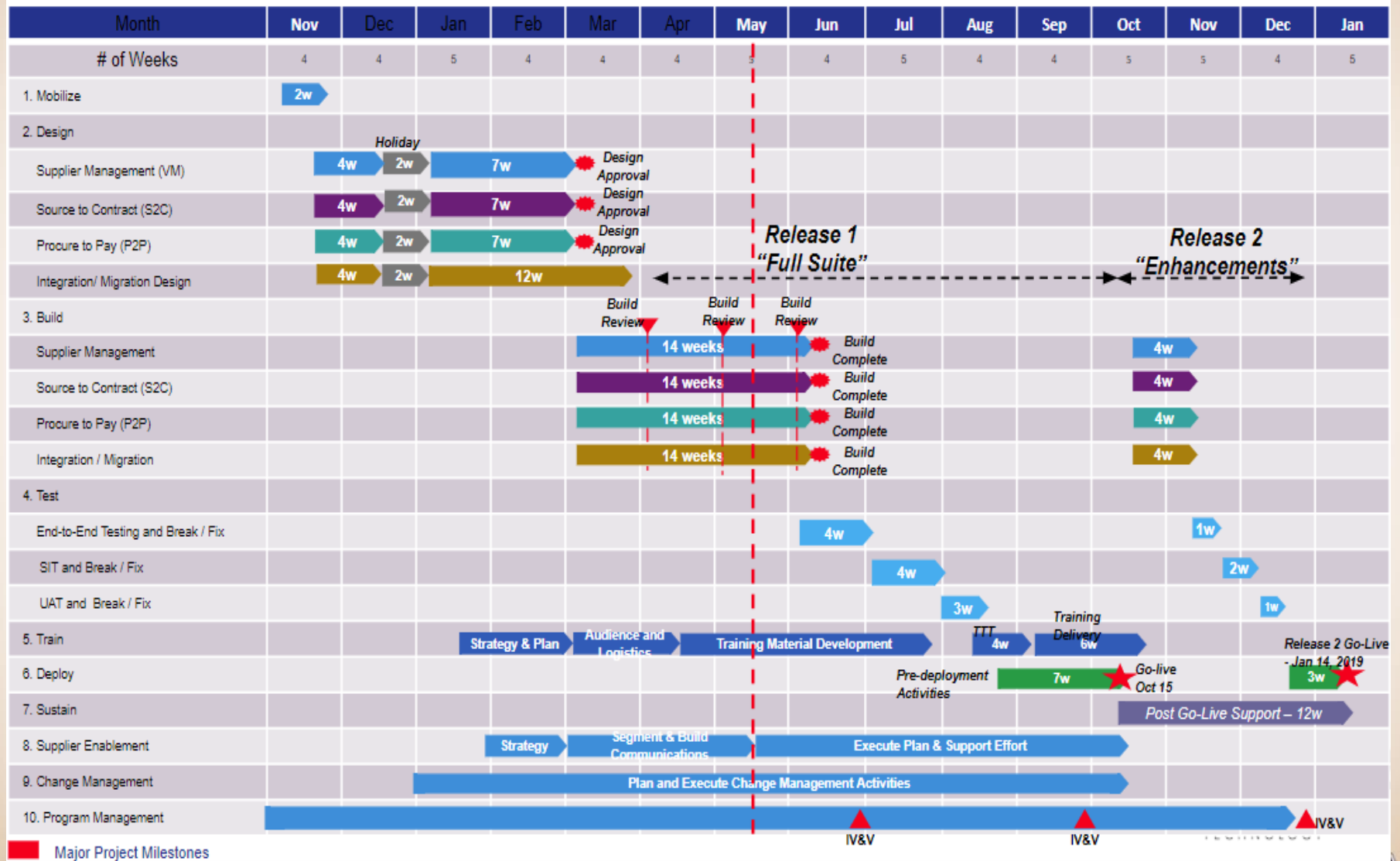
Efficiency

- Low touch approvals with email and mobile access
- Fast, easy and visible – eliminate paper chasing
- Accelerated decision making with clear business process and automated workflow

Source-to-Pay Workstreams



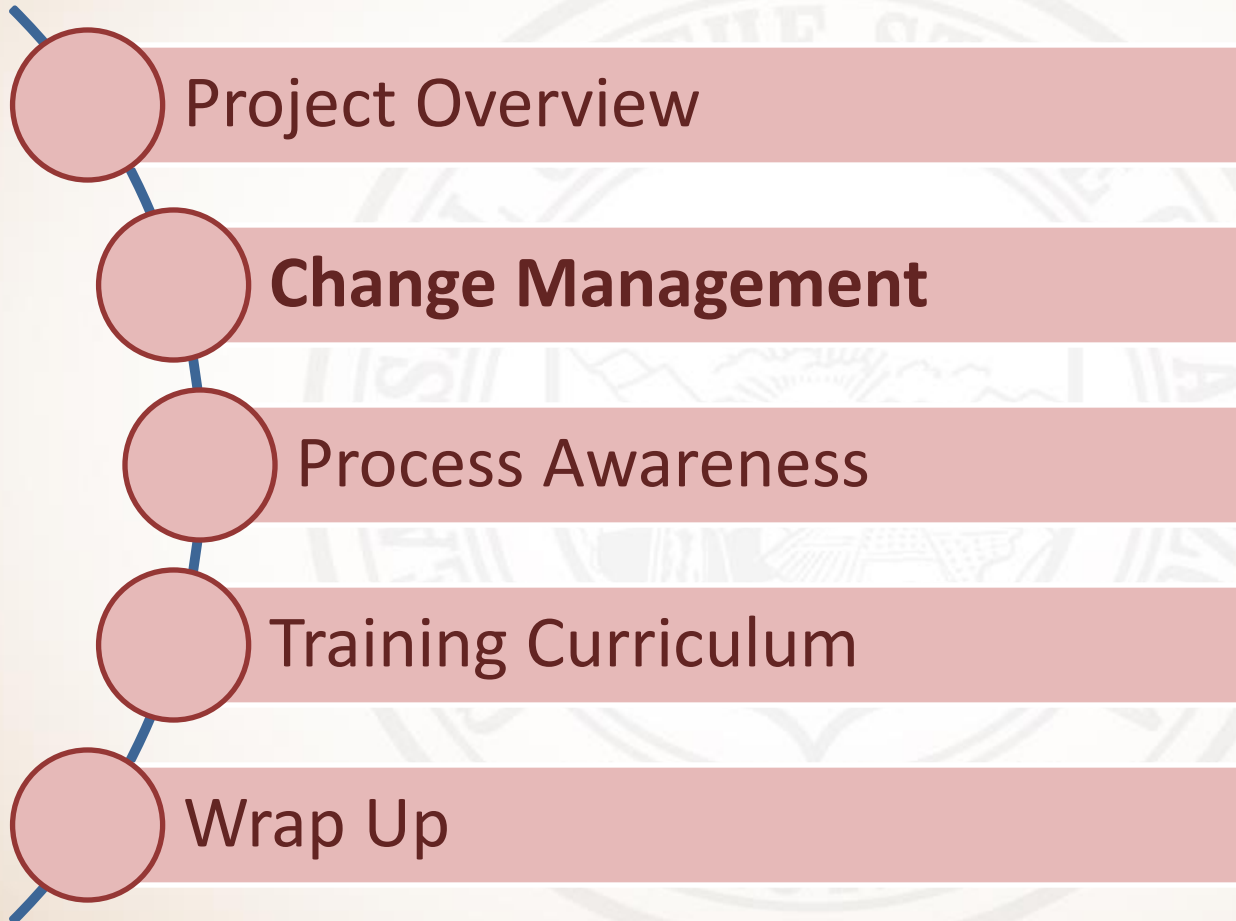
Project Timeline



Key Project Dates and Activities

Key dates	Activity
Systems Integration Testing	Early July – Early August, 2018
User Acceptance Testing	August, 2018
Train- the – Trainer Training program delivery	Mid August – Mid September, 2018
End User Training Delivery	Mid September – Mid October, 2018
Start of Transition Phase	September 14, 2018
Go-No Go Decision	October 9, 2018
Start of Hard Freeze	October 10, 2018
Commence business cutover - Complete in-flight transactions	October 9-10, 2018
AFIS integrations frozen, ProcureAZ temp Shutdown	October 10, 2018
Generate inception files as per the specifications – Vendors, Contracts, Chart of Accounts	October 10, 2018
Execute data migration (Vendors, Contracts, COA) / Data Validation	October 11, 2018
Start interface (EAI) jobs to consume interface files	October 12, 2018
End of Hard Freeze	October 15, 2018
Go-Live (Ivalua is online)	October 15, 2018

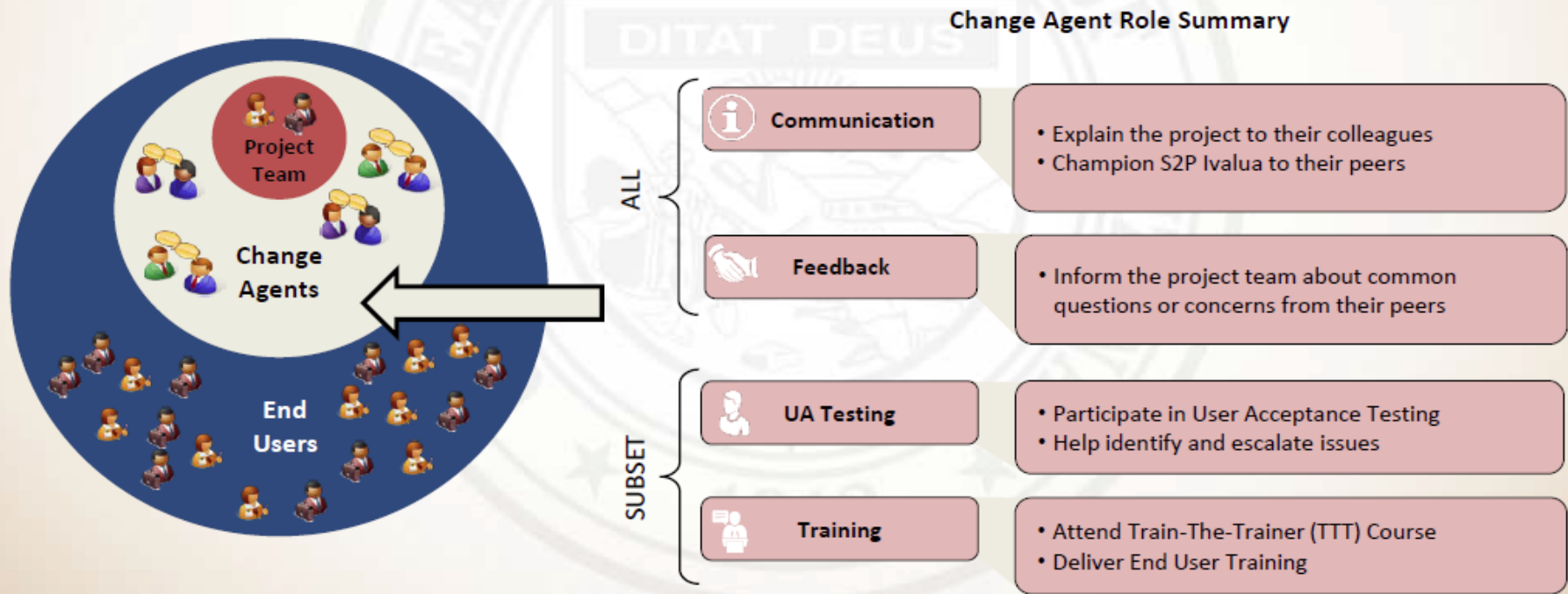
Agenda



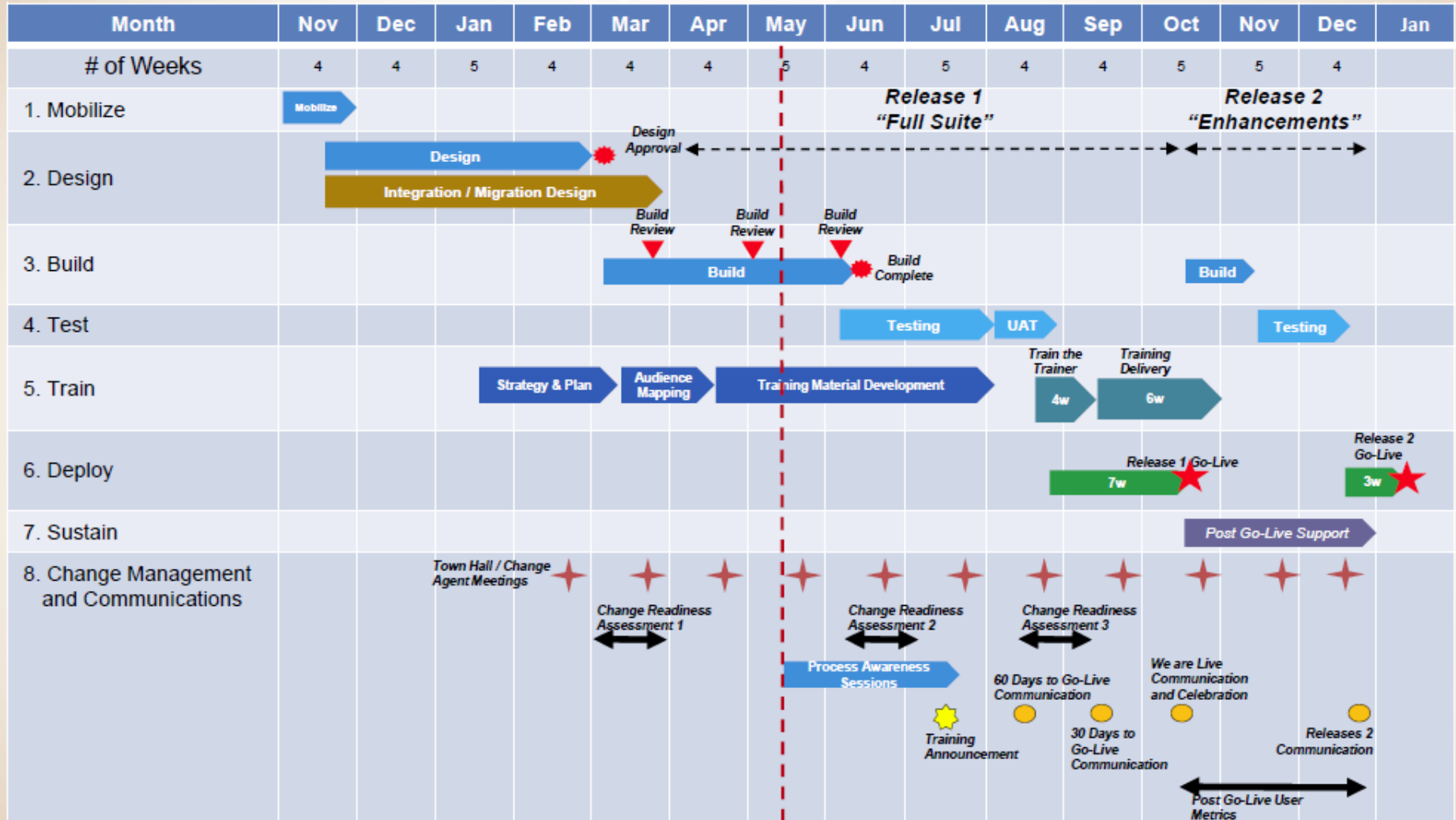
Change Management Approach

As Source to Pay has always been a statewide effort, the State's **Change Agent Network** consists of representatives from agencies that currently use ProcureAZ and those who will be adopting the new Ivalua system. The **Change Agent Network** serves as an **extension of the Project Team**.

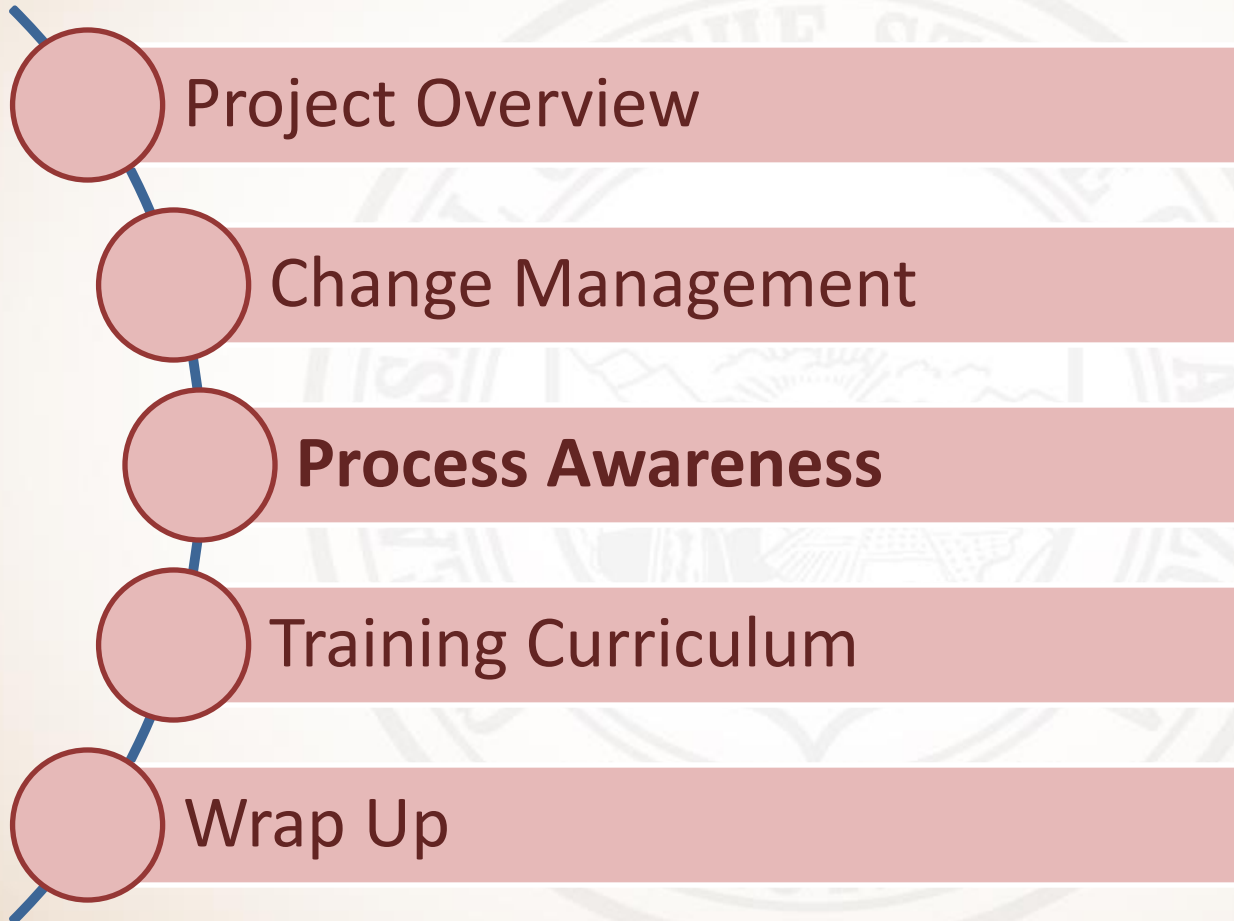
Once the **Network** is established, it will help the S2P project reach the impacted employees at all levels and will act as **the project “ears” on the ground**. It also **expands the pool of resources** to assist with **communications, training, and go-live support**.



Change Management Timeline



Agenda



Process Awareness Sessions Coming Soon

Objective

The objective of process awareness sessions is to provide ProcureAZ users with a high-level overview of the way procurement processes will be implemented in the new system.

Outcomes

The process awareness sessions are not designed to be a substitute for training. Instead, **process awareness is designed to:**

1. Build user awareness of future processes and benefits
2. Answer agency user questions and gather feedback for the core team

Strategy

Core change agents best understand the current processes and how to relate that knowledge to the new system. Our strategy is for change agents to learn the new system and deliver the process awareness sessions to agency users.

Timeline

Core change agents participate in design sessions

Core change agents participate in “trainer” workshop (at SPO) 05/14/2018 – 05/18/2018

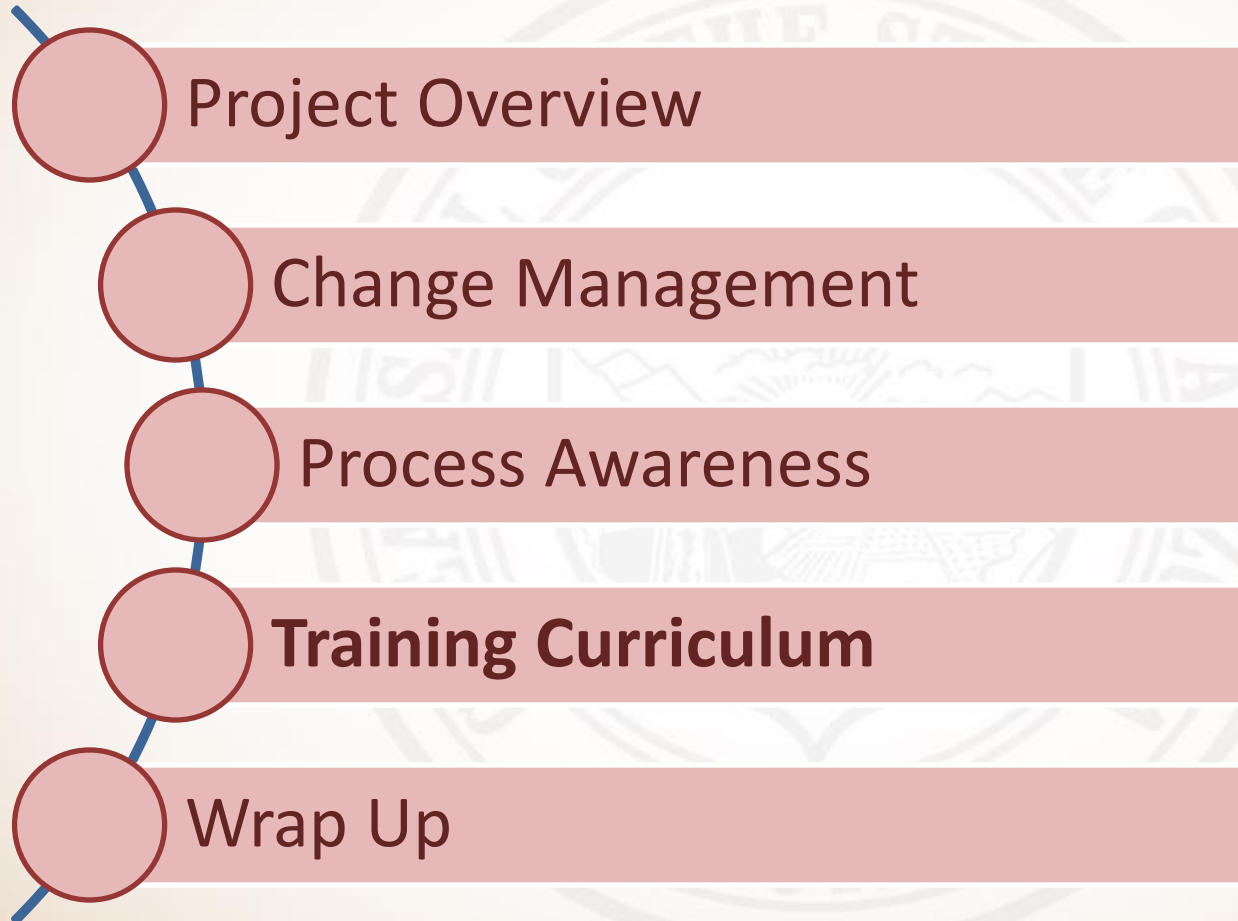
Core change agents and **agency change agents** facilitate user process awareness sessions via webinar) 5/22/2018 – 7/28/2018

Delivery Approach

End users will participate in process awareness sessions specific to their roles.

New Role	ProcureAZ Role	User Count	Delivery	Module	Duration	Total Sessions
Procurement 1,2,3	Basic Purchasing Department Access	258	In-person	VM/P2P/S2C	140	8
Requisitioner Approver Receiver Finance	Department Access	2283	Virtual	P2P	60	23
AP Supervisor, Tech	AP and AP Super	1143	Virtual	P2P	60	12
System Admin Agency Admin	Org Admin Internal Admins	527	Virtual	P2P	60	6
VM Team	Vendor Admins	62	In-person	VM/P2P/S2C	140	2
		17	In-person	VM	30	1

Agenda



Learning Approach and Scope

The scope of this program and training plan consists of the implementation of the following Ivalua functionality:



Vendor Management

- **Vendor Portal:** Vendor Registration, Full Enrollment, Account Management
- **Vendor Management:** Vendor Evaluation, Improvement Plans, Exception Management
- **Purchasing Intelligence:** Analytics and Dashboard



Source to Contract

- **Strategic Sourcing:** Prepare Sourcing Projects, Create and Distribute Solicitations, Vendor Responses, Bid Opening and Evaluations, Award Solicitations
- **Contracts and Items:** Contract Authoring and Lifecycle
- **Purchasing Intelligence:** Analytics and Dashboard



Procure to Pay

- **Items and Catalogs (Contract Line Items):** Catalog Management
- **Procurement:** Purchase Requisitions, Budget Creation, Purchase Orders, Change Orders, Receipts and Returns
- **Invoicing:** Accruals, Invoicing, Credit Notes, Payments
- **Services Procurement:** (requires specific service category and agency participation)
- **Purchasing Intelligence:** Analytics and Dashboard, Procurement Project Management

Training Timeline



Training Curriculumms

Curriculum 1: S2C Training

Course Name

Preparing a Sourcing Project
Creating and Distributing Solicitations
Bid Opening and Evaluation
Awarding a Solicitation
Contract Authoring and Management
S2C Reporting
Catalog Management

Curriculum 2: Invoicing Training

Course Name

Invoicing

Curriculum 3: Requisitions and Receiving Training

Course Name

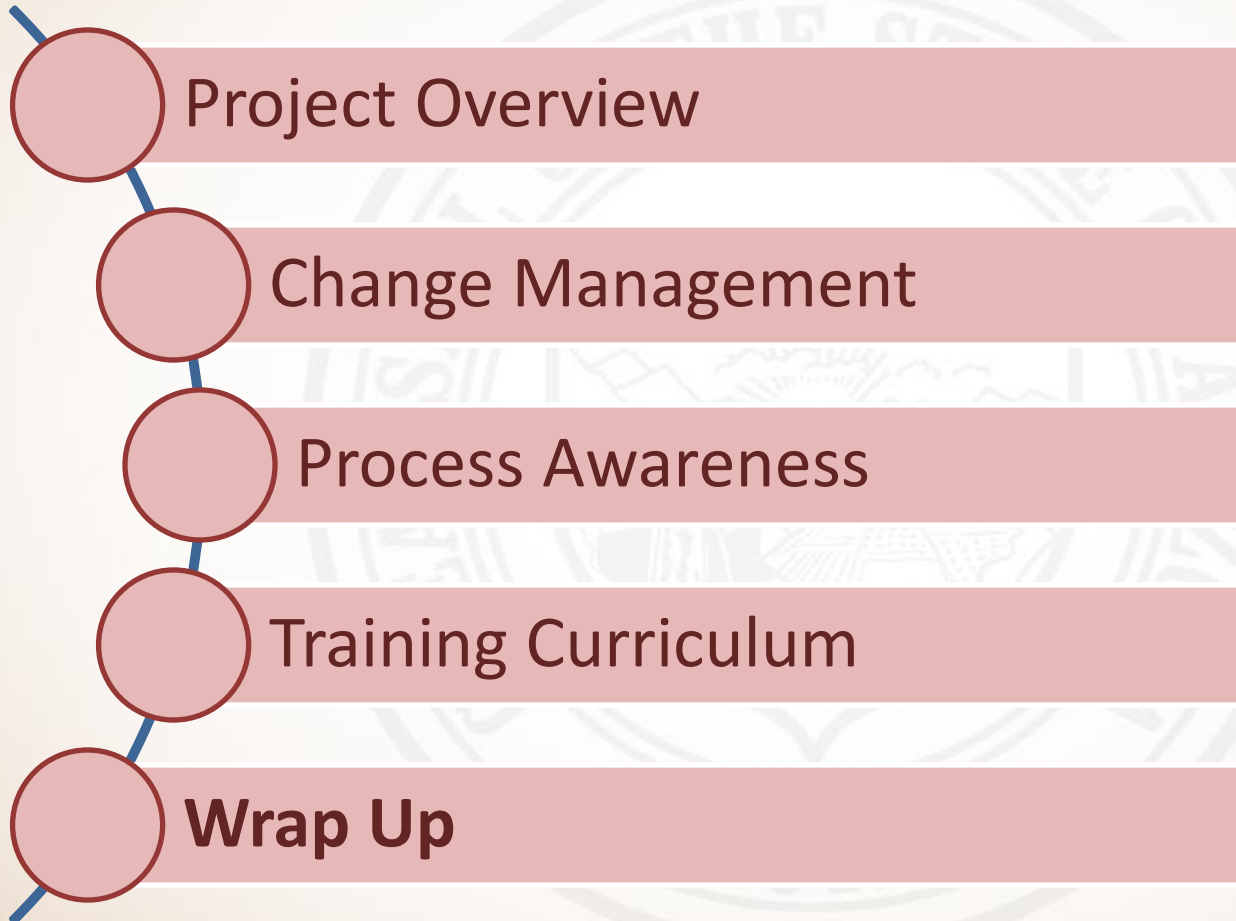
Creating and Editing Requisitions
Sending Vendor Notifications
Creating Receipts and Returns
Reviewing and Approving Purchase Requisitions

Curriculum 4: Ivalua Basics and Vendor Management Training

Course Name

Ivalua Fundamentals for Agency Users
Performance Assessments for Procurement Users
Exceptions and Improvement Plans for Agency Users

Agenda



What we need from you?

Participation

- Participate in the Process Awareness Session
- Participate in the Training Sessions
- Participate in any future Informational Sessions

Communication

- Communicate with your agency Change Agent or with the SPO Project team regarding questions
- Share information with your peers around upcoming activities

Support

- Be a promoter of the project and help spread the word
- Provide feedback on what's working well and what can be improved